



**U.S. Department of
Transportation**

Office of the Secretary
of Transportation

Memorandum

Subject: **ACTION:** Fiscal Year (FY) 2006 Hiring Goals

Date: October 20, 2005

From: J. Michael Trujillo, Director
Departmental Office of Civil Rights, S-30

Reply to
Attn. of:

To: Departmental Officers
Heads of Operating Administrations

People with disabilities, including those with targeted disabilities, are a valuable source of qualified job applicants that is relatively untapped. A Harris Poll done in FY 2004 for the National Organization on Disabilities found that only 35% of people with disabilities reported being employed either on a full or part time basis, compared to 78% of those who do not have disabilities. The U.S. Department of Transportation (DOT) has made strides towards employment of people with disabilities. In the first two quarters of FY 2005, hires of this group went from 6.6% to 7.2% of total hires.

In 2003, the U.S. Equal Employment Opportunity Commission (EEOC) issued instructions for the annual affirmative employment plan and report in Management Directive (MD) 715. MD 715 requires that Federal agencies develop and maintain a model EEO program, part of which includes setting a goal for the employment of people with targeted disabilities. These disabilities are: deafness, blindness, partial paralysis, total paralysis, missing limbs, distortion of limbs or spine, mental illness, mental retardation, and convulsive disorders. The EEOC's guidance emphasizes the need to hire people with targeted disabilities because these individuals find it most difficult to obtain employment. Further, if an agency can maintain a work environment that is welcoming to people with targeted disabilities, it will also be a model employer for people with disabilities in general.

In DOT's first MD 715 Report, a goal of 3% of all hires was set for FY 2005. Thus, for every 33 people hired, at least one would be a person with a targeted disability. Currently, people with targeted disabilities represent only .57% of DOT's workforce. However, the Federal high is 2.23%, or four times higher than the DOT ratio. In order to make progress, it is necessary to retain the 3% hiring goal for FY 2006. Thus, each Operating Administration (OA) is asked to take steps to ensure that individuals with targeted disabilities comprise 3% of all hires during FY 2006.

Secretary Mineta has consistently expressed his commitment to make DOT a model employer of people with disabilities, especially those with targeted disabilities. During

FY 2004, the Federal Motor Carrier Safety Administration; Federal Railroad Administration; Federal Transit Administration; National Highway Traffic Safety Administration; former Research and Special Programs Administration; and the Office of the Secretary, all increased the number of employees with targeted disabilities. However, to accomplish the overall 3% goal, it is necessary that all DOT managers build on the success achieved so far.

There is a wealth of Federal sector guidance to assist us in this effort. The U.S. Office of Personnel Management has issued guidance on the employment of people with disabilities, available at <http://www.opm.gov/disability/hrpro8-03.asp>. Three Executive Orders demonstrate Presidential commitment: Executive Order 13078, "Increasing Employment of Adults with Disabilities," dated March 13, 1998; Executive Order 13163, "Increasing the Opportunity for Individuals with Disabilities to be Employed in the Federal Government," dated July 26, 2000; and Executive Order 13217, "New Freedom Initiative," dated February 1, 2001.

On June 8, 2005, the Secretary's Diversity Advisory Council provided training for DOT's senior executive and other high-level officials across DOT on how to effectively recruit, hire, and retain individuals with disabilities. A video of the training is available at <http://www.dotcr.ost.dot.gov/training>. The Departmental Offices of Human Resource Management (DOHRM) and Civil Rights (DOCR) followed up by co-sponsoring training seminars for first line managers regarding the employment, promotion, and retention of individuals with disabilities. Due to the success of the forums, training for managers will be offered on a quarterly basis until all managers at DOT are trained. For field offices that have not planned training, I highly recommend the training video. Also, see the attached brochure, listing several appointing authorities that can be used to hire individuals with targeted disabilities non-competitively. Positions may be filled quickly without going through the announcement process using these authorities.

I recommend that you consult with your human resource (HR) and special emphasis program managers for outreach and recruitment assistance. In addition, each Departmental Office and OA has designated an HR specialist as a Selective Placement Coordinator (SPC) who is expert on special hiring authorities and may have contact information regarding highly qualified applicants with disabilities. A list of the SPCs is attached. Other DOHRM and DOCR staff may also be contacted for additional guidance.

The ONEDOT Minority Serving Institutions (MSI) Internship Program serves not only minority populations, but the disability community as well. Through the ONEDOT MSI Internship Program, you may host interns with targeted disabilities, and using the special authorities, subsequently hire them for entry-level positions. Your HR office may be able to provide other sources of applicants with targeted disabilities.

We ask for your commitment and assistance in continually improving DOT's hiring, promotion, and retention of individuals with targeted disabilities. As our diversity increases, DOT will reap the benefits of innovative and creative solutions to our Nation's transportation needs.

If you have any questions regarding the MSI program and hiring goals for individuals with targeted disabilities, you may contact Beatrice Pacheco, Acting Chief, MSI and Educational Partnerships, and Christy Compton, Disability Program Manager, at extensions 6-1732 and 6-1884, respectively.

Attachments

cc: OAs' Civil Rights Directors
Selective Placement Coordinators
Disability Program Managers
Beatrice Pacheco
Christy Compton



**U.S. DEPARTMENT
OF TRANSPORTATION**

Selective Placement Coordinators

Office of the Secretary, Office of Human Resources Management (OST, M-15)	Janet Dorsey , DOT Selective Placement Coordinator & Departmental Corporate Recruitment Program Manager janet.dorsey@dot.gov	Phone: (202) 366-5709 Fax: (202) 366-6806
Office of the Secretary, Office of Human Resources Management (OST, M-15)	Michèle Moorehead Departmental Corporate Recruitment Program Manager michele.moorehead@dot.gov	Phone: (202) 366-1779 Fax: (202) 366-6806
Office of the Secretary, Human Resources Operations (OST, M-16)	Deborah Mason Human Resources Specialist deborah.mason@dot.gov	Phone: (202) 366-4075 (202) 366-3733
Federal Aviation Administration (FAA, AHP-200)	Brenda Adams Management & Program Analyst benda.adams@faa.gov	Phone: (202) 267-7015
Federal Highway Administration (FHWA)	Mark Harris Human Resources Specialist mark.harris@dot.gov	Phone: (202) 493-0955
Federal Motor Carrier Safety Administration (FMCSA)	Leatrice Lee/Yolanda Knight (x6-0227) Human Resources Specialist leatrice.lee@dot.gov – yolanda.knight@dot.gov	Phone: (202) 366-0860 (202) 366-3462 Y202-366-0227
Federal Railroad Administration (FRA)	Marcie Mullins Human Resources Specialist marcie.mullins@dot.gov	Phone: (202) 493-6114 (202) 493-6169
Federal Transit Administration (FTA)	Dorothy Easley Human Resources Specialist dorothy.easley@dot.gov	Phone: (202) 366-2517
Maritime Administration (MARAD)	Catherine A. Stewart Human Resources Specialist catherine.stewart@dot.gov	Phone: (202) 366-4141 (202) 366-3791
National Highway Transportation Safety Administration (NHTSA)	Terrance Webster Human Resources Specialist terrance.webster@dot.gov	Phone: (202) 366-5544
Pipeline and Hazardous Materials Safety Administration (PHMSA)	Lamar Porter Human Resources Specialist lamar.porter@dot.gov	Phone: (202) 366-8990 Fax:
Volpe Center	Susan Jarrell Human Resources Specialist susan.jarrell@dot.gov	Phone: (617) 494-2214 Fax: (617) 494-2942
Saint Lawrence Seaway Development Corporation (SLSDC)	Jill Hamilton Human Resources Specialist jill.hamilton@dot.gov	Phone: (315) 764-3200 Fax: (315) 764-3235
DOT Office of Inspector General (OIG)	Kelly French Human Resources Specialist kelly.m.french@dot.gov	Phone: (202) 366-6926 Fax: (202) 366-2003

Job Announcements

All of the appointment options described in this brochure are available when DOT announces a job opening. We encourage you to apply under any of the options if you believe you are qualified for one of our positions.

DOT job announcements are posted at:
<http://jobs.quickhire.com/scripts/dot.exe>

or go to:
http://jobsearch.usajobs.opm.gov/agency_search.asp
and select Department of Transportation.

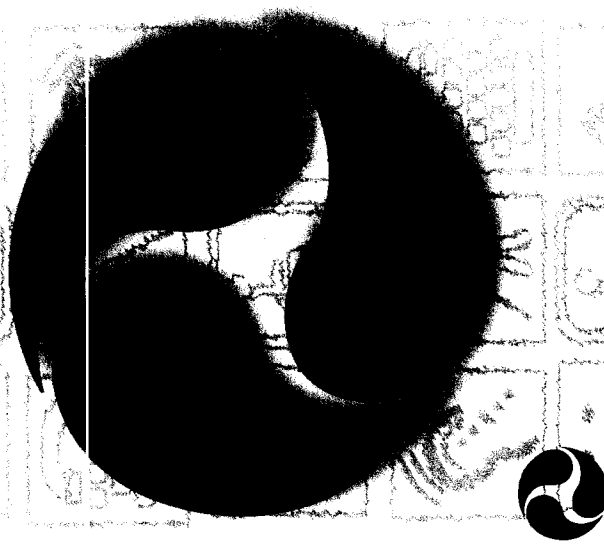
DOT: An Accessible Environment

DOT believes in providing an accessible environment. Employees at DOT can contact our Disability Resource Center for alternative formats, interpreters, assistive technology, and other services. If you need assistance to apply for a position at DOT, please contact the personnel specialist listed on the job announcement or the DOT Selective Placement Coordinator at janet.dorsey@dot.gov.

Prepared by the DOT
Departmental Office of Civil Rights and the
Office of Human Resources Management
May 2005

CAREERS
IN MOTION

Employment of People with Disabilities at the U. S. Department of Transportation



U.S. Department of Transportation
Office of the Secretary

DOT is seeking to hire individuals with severe disabilities. If you are interested in federal employment, please visit our website at www.dot.gov

The U.S. Department of Transportation (DOT) is seeking to hire talented, educated people with disabilities. If you are interested in a career with the Federal government, please consider applying for a job at DOT.

This brochure describes the various options for individuals with severe disabilities who choose to apply for positions at DOT.

Targeted, or severe disabilities are: deafness, blindness, partial paralysis, total paralysis, missing limbs, distortion of limbs or spine, mental illness, mental retardation, and convulsive disorders.

You should submit your résumé to the DOT Operating Administration Human Resources office that posted the job for which you would like to apply.

The Time-Limited Appointment

Overview: This is a temporary position (60-90 days) which provides an individual with the opportunity to gain work experience and a supervisor an opportunity to decide whether to convert the individual to a Schedule A appointment (described below).

Eligibility: An individual must have an obvious and severe disability or documentation verifying a severe disability. The individual must also have the training or education required for the position.

The Schedule A Appointment

Overview: This is a temporary position (two years) providing experience and potential for conversion to a permanent, career position.

Eligibility: An applicant must have demonstrated ability to perform the duties of the position when in a time-limited appointment, or have certification from the state Vocational Rehabilitation office or the U.S. Department of Veterans Affairs. Certification verifies that the individual has a disability and has the skills to perform the duties of the position.

The Competitive Appointment

Persons with severe disabilities who wish to be hired directly into a permanent, career position are welcome to apply and compete for our positions.

Advantages to the Time Limited and Schedule A Appointments:

These appointments require no competition. If you are qualified for an open position, have the necessary documentation, and the supervisor agrees, the hiring process is quicker than for a competitive appointment.

If you wish to apply for a vacancy under Schedule A or the time limited appointment, you can apply even after the closing date of the vacancy announcement, as long as no one has been offered the position.

Types of Jobs at DOT

The DOT has a wide range of positions. DOT mission critical occupations are:

Engineers have access to the finest equipment and laboratories that are second-to-none and specialized skills in research and development, petroleum, construction, aeronautical or civil or industrial engineering.

Transportation Specialists analyze, evaluate, and/or provide advice on regulatory controls or pending legislation pertaining to the transportation industry.

Information Technology Specialists utilize the latest technology to manipulate, analyze and interpret vital transportation-related data and information

Aviation Safety Inspectors develop, administer and enforce safety regulations and standards for the production, operation, maintenance and/or modification of aircraft used in civil aviation.

Rail Inspectors use their analytical, fact-finding and writing skills to inspect for compliance with Federal

laws, regulations, rules and standards that ensure safe operating conditions for our nation's network of rail lines.

Motor Carrier Safety Specialists are involved in a variety of activities related to promoting, monitoring and administering motor carrier safety programs. They may also develop Federal regulations and conduct economic impact and fuel tax usage analyses.

Highway Safety Specialists provide technical, professional, analytical, investigative and administrative leadership related to safety management, transportation, commerce, data processing, business and other related fields.

DOT also offers job opportunities in such areas as economics, finance, program analysis, procurement, budget, finance, civil rights, community planning, law, statistics, and human resources management.

DOT supports several outstanding and highly competitive entry-level employment programs including the new Transportation Career Residency Program; the Presidential Management Fellows Program; the DOT Honors Attorneys Program; and the Federal Highway Administration Professional Development Program.

More information on careers at DOT may be found on the website at <http://careers.dot.gov/index.htm>